

### **PURPOSE OF THIS MANUAL**

All rules and regulations in this manual apply specifically to play in IGHSAU-sanctioned regional and state tournament competition. To ensure that the players become familiar with these rules prior to IGHSAU-sanctioned tournament competition, it is expected all rules and regulations within this manual will be utilized during regular season play.

### **TOURNAMENT MANAGERS**

All member schools will receive this manual are expected to become familiar with tournament administration through study of these regulations.

Do not postpone or reschedule any Regional match without first contacting the State Office.

All tournament managers will receive under separate cover financial report forms included with the ticket supply. This material will be sent via UPS from the State Office approximately one week prior to the first contest your school is scheduled to host. A listing of match officials will be emailed to each host as well.

The tournament manager is responsible for contacting teams assigned to the site. This notification shall include match start time and directions to the site (if necessary).

The host site will provide a SPALDING TFVB5 game ball for Regional play. It may be white or multi-colored (maximum of three colors, one of which must be white). It is suggested a multiple-ball rotation be used at regional contests, thus having multiple Spalding TFVB5 balls is requested.

### **NOTIFICATION OF TEAMS ASSIGNED TO YOUR TOURNAMENT**

Study your pairing sheet carefully in regards to the teams assigned and the designated starting times. The tournament manager is responsible for contacting teams assigned to their site. This notification shall include match start time and directions to the site (if necessary).

### **IGHSAU WEBSITE**

All tournament information, including a copy of this manual, tournament site information, Regional match scores from across the state and other pertinent information can be found on the IGHSAU website ([www.ighsau.org](http://www.ighsau.org))

### **STATE TOURNAMENT ASSIGNMENTS**

The 2016 State Tournament line drawings will be completed and made available on the IGHSAU website after the Regional final matches.

### **RULES OF PLAY & TOURNAMENT FORMAT**

The 2016 National Federation Rules with Iowa Adaptations will be utilized.

Regional tournaments will be conducted as per your respective pairing sheet released from the IGHSAU. Each contest throughout the Tournament will be a best three-of-five match to 25

points with a deciding 5th set to 15 points. All sets must use rally scoring. The eight Regional winners in each class advance to the State Tournament.

The home and visiting teams must be determined by a coin flip to be conducted by the officials prior to the pre-match warm-up. Another coin flip will then determine which team serves first in set one.

One playing court will be needed.

### **TOURNAMENT REGULATIONS/ROSTER**

The tournament roster is found online in the Coaches' and Administrators' Volleyball section of the IGHS AU website. Complete and submit the roster to your tournament manager. Do not send this list to the State Office. Your tournament manager will use this form as follows:

1. As a data sheet to prepare program copy prior to the tournament.
2. As an admission checklist for your travel party of 23 or less (15 players), plus six cheerleaders (if applicable) to the session in which your team plays. It shall be the responsibility of each participating school to make certain that your roster is complete in every detail. Any incomplete information and/or delay in mailing of your Regional roster will merely inconvenience your school's personnel who might be eligible for complimentary admission.

If you are assigned to a tournament that consists of more than one site, it is necessary that you copy and fax a Regional roster to the tournament manager of each site where your team may play.

### **NUMBER OF PLAYERS/CHEERLEADERS**

The player entries to all tournaments shall be limited to fifteen (15) players from each school. The personnel of the fifteen players may be changed from one tournament to another or from one match to another. Cheerleaders, when in uniform, are admitted free only during the session in which your team plays. A maximum of six cheerleaders in uniform will be allowed on the floor. There is to be no alternating or substituting of cheerleaders during that tournament match. One mascot will be admitted and does not count as one of the six cheerleaders.

No player, manager, cheerleader or mascot may be admitted unless accompanied by the coach, assistant coach, superintendent and/or principal. A maximum of 15 players may be dressed in school issued uniforms (including warm-ups). One bus driver will be admitted.

When not playing, the players and team manager(s) shall be admitted free (must be accompanied by the coach) to any match in the region in which they are assigned, regardless whether they have been eliminated, are scouting, etc.

Please copy and mail the roster to assigned Regional sites.

## **STAFF/EQUIPMENT FOR TOURNAMENT**

Host will provide:

1. The tournament volleyball, Spalding TFVB5. The host school will provide warm-up practice balls.
2. Net with antenna.
3. Scoresheets and line-up cards (supplied by IGHSAU).
4. Visible scoreboards.
5. Libero tracking sheet.
6. Adult line judges (and flags for line judges) for all matches with the exception of Regional semi-finals and finals (assigned by the IGHSAU).
7. Libero tracker to record libero replacements and all substitutions.
8. Official scorer.

## **PRACTICE & WARM-UP SESSIONS**

At no time during regional tournament play will tournament managers allow practice sessions for participating teams. Teams are not allowed to practice at any site they have been assigned to play within ten days of the start of Regional tournaments.

Please do not request a practice time in advance of the tournament night you are to participate. Prior to the match, stretching is allowed on the court and teams may use the net (without volleyballs) until the specified time. No balls shall be made available to either team on the playing floor until 25 minutes prior to the match. If the facility allows, ball handling may be done in a separate area away from the court, but must be made accessible to both teams. A net in the practice/warm-up area away from the court may be used provided it is shared equally by both teams.

The home team is permitted to have regular practice at its facility prior to hosting a Regional match the same night. However, the floor shall be cleared at least 90 minutes prior to the first match of the evening.

There shall be a 20-minute warm-up period (8-6-6) before the match and between matches if a doubleheader.

## **PRE-MATCH SCHEDULE**

The following warm-up schedule shall be used during IGHSAU Regional tournament play. For a 7:00 p.m. match, start the 20 minute warm-up at 6:35 p.m.

(8-6-6):

Coin flip

:25 prior to start time of match	8 minutes - ball handling
:17 prior to start time of match	6 minutes - visiting team's court
:11 prior to start time of match	6 minutes - home team's court
:05 prior to start time of match	Player Introductions
:02 prior to start time of match	National Anthem

**Warm-up on the playing floor shall commence 25 minutes prior to the first match of the evening.**

**If another area away from the playing court is available, "ball handling" by both teams is permitted prior to the actual on court warm-up time.**

Control of the time element will rest with the Scorer (or Timer if one is designated) using a horn to indicate time factors.

Prior to warm-ups, explain ground rules of the playing court to coaches and officials and assign court responsibilities.

Home and visitors shall be determined by a coin flip conducted by the officials prior to the pre-match warm-up. The visiting team then calls a coin flip to determine serve/receive. The home team shall call the coin flip if a deciding fifth set is necessary.

Begin play promptly as scheduled. Announce the time and location of subsequent Regional tournament play if available.

During the Regional tournament, you should attempt to keep as close to the published time schedule as possible.

Should a 6:00 p.m. match be completed early, you should start play of the second match at the 7:30 p.m. starting time, as published in pairings. If the first match goes long, the second match should be started as soon as possible, provided that proper warm-up time is allowed.

The head coach and team captain must attend the pre-match conference with the match officials.

#### **NATIONAL ANTHEM**

A United States flag shall be displayed within the gym. The National Anthem shall be played prior to the match (before the initial match if you have multiple matches). Players are expected to stand in a quiet and attentive manner until the Anthem is FULLY completed. No swinging arms, swaying, etc. during play.

## **REGIONAL TOURNAMENT TICKETS**

A supply of spectator tickets for your Regional tournament site will be sent approximately one week in advance of your scheduled playing date via United Parcel Service. This supply will consist of student and adult general admission tickets. We should like to call attention to the following points as related to tickets:

1. Tickets provided for Regional tournaments are serially numbered.
2. Use only tickets supplied by the Athletic Union. This is essential for mandatory accounting procedures.
3. Before your tournament begins, be sure and check your shipment of tickets with the ticket report form sent to you.
4. Instruct your sellers to be sure that all unsold tickets will result in consecutive serial number order, meaning the remainder of the unsold roll is consecutively numbered without any intermittent tickets having been sold.
5. Your shipment of tickets may contain some rolls from which tickets have been previously sold. Be sure to instruct your ticket sellers to sell the partial roll first.
6. If you desire to sell from more than one ticket booth, it is necessary to sell from two or more rolls at the same time. This will avoid your having to sell from removed portions of a roll.
7. During the final session of your Regional tournament, be sure that all unsold tickets are in consecutive order. Do not remove a portion of the roll without selling every ticket from such removed portion.
8. We hope that we have anticipated your needs, but if you have reason to believe that you will need more tickets, call us and we will forward an additional supply.
9. Instruct your ticket sellers to tear each ticket into two pieces and deposit all pieces in a receptacle.
10. PLEASE EMPHASIZE AND EXPLAIN TO YOUR TICKET TAKERS THE IMPORTANCE OF TEARING ALL TICKETS AND DEPOSITING ALL PORTIONS IN A RECEPTACLE.

### **DISPLAY OF TICKET PRICES**

A sign stating the ticket price should be visible at each ticket window. Admission shall be charged to everyone from kindergarten age and up. Please do not charge for children who are not yet in kindergarten.

Regional ticket price: \$6.00

### **READMITTANCE TICKETS**

You are urged to avoid pass-out tickets. In the event that it is necessary to allow readmittance, it is suggested that a rubber stamp be used to mark the back of a person's hand. In this event, it is necessary to change the type of stamp each tournament day.

### **REGIONAL TICKET REPORT FORM**

After your Regional tournament hosting duties have ended, complete the tournament financial report form in duplicate. In determining the total number of tickets sold be sure to subtract the serial number of the first ticket sold from the serial number of the first ticket remaining on the roll. This result will represent the total number of tickets sold.

Be reminded that the total income of admission from your Regional Tournament is to be forwarded to the office of the Iowa Girls' High School Athletic Union, 5000 Westown Parkway, Suite 150, West Des Moines, Iowa 50266.

All unsold tickets must be returned to the State Office after your tournament. As a reminder, do not send unsold tickets to the State Office until it has been determined your school will NOT host further Regional Tournament matches in the same round.

Host schools will be issued reimbursement of 20% of the gate for conducting the tournament. Be aware the reimbursement may not be mailed until after the State Tournament has been completed. However, you can assist the State Office in expediting the preparation of the checks due to you by:

1. Carefully checking and completing all information on your tournament report blank.
2. Returning all unsold tickets promptly once all of your hosting responsibilities have been completed.
3. Immediately send your gross gate receipt check payment to the State Office.

Please send report form to the State Office along with all remittances and retain duplicate for your files.

### **ADMINISTRATORS ADMISSION**

Administrators (and guest) who hold IGHSAU/IHSAA administrator passes will be admitted to Regional contests and to State Tournament contests for the session in which their school is playing. Administrators (and guest) must enter through the pass gate and show photo identification.

### **SPECTATORS**

The bottom-most row of the bleachers shall not be used for spectator seating unless necessary to accommodate a large crowd.

Each host site is responsible for determining seating arrangements for fans. It is expected that fair and equitable seating is provided to all teams competing.

It is highly recommended that student sections not be directly behind the opposing team's bench. If possible, please consider placing students on the side opposite the team benches. If students are seated behind team benches, proper supervision is a must!

If it is necessary to re-arrange seating for any reason, please do so during a time-out or between sets.

All spectators at state-sponsored volleyball tournaments shall wear shoes and a shirt which shall extend to the waist area.

The use of a "laser light" pen shall result in immediate ejection from the facility.

No one shall be admitted who is wearing a mask (hidden identity).

With the understanding that a tournament volleyball match is held as a part of the educational institution, the Board of Directors of the Iowa Girls' High School Athletic Union has adopted the following policies. It is the expectation that the host site enforces these rules regarding unacceptable behaviors:

**Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. Penalty-EJECTION**

**Throwing articles onto the contest area. Penalty-EJECTION**

**Entering the contest area in protest or celebration. Penalty-EJECTION**

**Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. Penalty-EJECTION**

**Spectator interference with the event. Penalty-EJECTION**

**Jumping up and down on the bleachers. Penalty-WARNING/EJECTION**

**Use of artificial noisemakers, signs, or banners. Penalty-WARNING/ EJECTION**

**Chants or cheers directed at the opponent. Penalty-WARNING/EJECTION**

When the match officials arrive on-site (30-60 minutes prior to match time), they shall locate the administrator (event manager) in charge for the evening. If no administrator is available, the HOST COACH shall be deemed in charge. If a problem arises during the match, the official shall stop play, notify the event manager of the problem, and shall inform the event manager of

the remedy needed (could include asking for direct supervision of the area, warning issued by the event manager, or ejection from the facility). The match shall not re-start until the problem has been properly taken care of.

Host match management is responsible for all spectators, regardless which school the spectator is supporting. The match officials shall not address the spectator directly. Any necessary communication shall come from the event manager in charge.

#### **ALCOHOL AND TOBACCO POLICY**

No alcohol or tobacco is to be sold or consumed on the grounds of any State Tournament venue leased or provided to the Athletic Union for the purpose of conducting a state championship. Section 123.46 of the Iowa Code states: A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending a public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor.

#### **PETS/ANIMALS PROHIBITED**

No pets are permitted at events sanctioned by the IGHS AU. Any person with a pet will be asked to leave. This policy shall comply with the provisions of Iowa Code 216c in that such a person with a disability or person training an assisted animal has the right to be accompanied by a service dog or an assisted animal under control. The person is liable for damage done to any premises or facility by a service dog or assisted animal.

#### **MUSICAL ENTERTAINMENT**

The Board of Directors will permit the use of recorded music over the host amplifying system at any Regional tournament, said music supplied by the host school and to be played only prior to the first match, between sets and following the match (not during other time-out periods), with the understanding that any participating school shall be given the courtesy of having its school song presented. Please use proper judgment regarding the lyrics or content of music played. A team shall not bring its individual music to any warm-up or playing area.

**Presentation of the National Anthem shall be made before the first match of the session. Players are expected to stand in a quiet and attentive manner until the Anthem is FULLY completed. No swinging arms, swaying, etc. during play.**

#### **BANNERS**

The display or usage of balloons, banners, signs, hoops, placards or other paper debris is always prohibited.

Additionally, any object which could provide a safety concern (pom-poms on sticks, fake swords, etc.) is prohibited, as is any artificial noisemakers (e.g. airhorns, thunder sticks, megaphones, cowbells, etc.) Excluded from this rule are permanent wall displays or signs used for general administration of the tournament. Uniformed cheerleaders may use signs, cards and

megaphones to lead cheers, but may not use banners. Instruct the ticket takers to not allow anyone to bring signs, banners, or noise-makers into the gym.

Permitted items: miniature pom-poms not attached to a stick, rally towels (14"x14"), foam fingers and face and body paint.

This rule shall apply to the State Tournament as well.

#### **PLAYER BENCH OCCUPANTS**

During a match, the player bench may be occupied by the eligible substitutes, coach, assistant coach, qualified team managers, team statisticians and scorekeeper, team trainer or physician and chaperone.

#### **PERSONS AT THE SCORER'S TABLE**

A space should be provided at the officials' table for the following people in order of priority:

1. The official timer, scorer, and assistant scorer (tracker) (must sit beside each other.)
2. An assistant timer may be used.
3. Space for media may be provided if available.

#### **TOURNAMENT SCORER, TIMER & TRACKER**

You are aware of the importance of competent officials and you are hereby requested to appoint two competent and experienced adults, one as your scorer and the other as your timer. It is essential that these two officials thoroughly understand their responsibility.

If either team uses the libero player, an assistant scorer (tracker) will be required.

NOTE: It is recommended that your official scorer wear a distinctive garment and that his/her location be clearly marked. The timer and scorer should sit beside each other.

**NOTE: Although most Regional tournament matches are played on one school's home court, the host site should provide an atmosphere of neutrality. This includes the public address announcer.**

NOTE: You can assist in making their duties easier, more pleasant and more efficient by providing them adequate table space so that they are not crowded by patrons, team representatives, photographers, reporters, etc. Please provide such facilities that they may give their undivided attention to prescribed duties at all times.

#### **REGIONAL TOURNAMENT OFFICIALS**

Prior to the start of your tournament, the IGHS AU will contact match officials. Names and phone numbers will be provided via email to host athletic directors prior to your assigned date.

Assigned officials have a copy of the time schedule for your tournament site. The officials are instructed to arrive at least 30 minutes prior to match time.

All information regarding the name of officials assigned is confidential and for the knowledge of the tournament manager only.

The tournament manager shall assign an official scorekeeper and assistant scorekeeper (tracker) for quarterfinal, semifinal and final matches. All should be competent and experienced. The tournament manager is only responsible for assigning line judges for the quarterfinal matches.

The State Office will assign four (4) officials to each Regional semifinal and Regional final match, with two of the officials being designated as line judges. This relieves the responsibility of the tournament manager assigning line judges for the final two Regional matches. Line judges must use flags at all regular season and post-season matches. Local line judges should refrain from wearing clothing that supports their team.

#### **ROOM FOR OFFICIALS**

Please provide a private room which the floor officials may occupy during the course of your tournament.

This room should be available to them as a dressing room as well as a lounging room during intermissions. Visitors must be excluded from the officials' room during the entire tournament. Tournament officials must have privacy. Again, NO ONE is allowed in the official's private room.

Your cooperation in this matter will assure you of a better officiated tournament and the officials will also appreciate it.

#### **REPORTING RESULTS**

Immediately following the conclusion of EACH Regional match, tournament managers must post scores directly to the Tourney Machine website ([www.tourneymachine.com](http://www.tourneymachine.com)). Each tournament manager will be provided instructions for entering scores via Tourney Machine in their packet sent by the IGHSAU. Tournament managers no longer phone scores into the IGHSAU.

#### **PRESS ACCOMMODATIONS**

All press outlets have been advised to directly contact the tournament manager of a site from which they wish to broadcast tournament games.

Radio stations and newspapers are not obligated to inquire through the IGHSAU, nor is the tournament manager obligated to acquire sanction from the IGHSAU. This provision applies to Regional tournament coverage.

#### **PHOTOGRAPHY**

Flash photography is permitted from courtside. It is essential that photographers be located so as to not interfere with players or officials during the match.

Only official press photographers who have previously contacted the tournament manager may be at floor level during the contest. Any amateur photographers must pay admission to the contest and are not allowed at floor level. These rules apply equally to television stations using video cameras.

### **VIDEO EXCHANGE**

It is required for both teams playing in the Regional final match to film the match. (Preferably using a tripod and avoid tracking the ball.) The winning team must send the video of their Regional final match the day immediately following their Regional final match to their first round opponent of the State Tournament using Hudl. The State Tournament seedings will be on the IGHS AU website after all scores have been reported the nights of October 31 and November 1. If you discover your match did not record, you should immediately contact the school you played in the Regional final and obtain a copy of their film for the video exchange.

If your school currently has a VOLLEYBALL Hudl account, you DO NOT need to sign up for the 30-day FREE trial. You can send your film using your current Hudl account.

Schools that do not have a VOLLEYBALL Hudl account will be exchanging their match film through a 30-day FREE Hudl trial. There is no charge for the 30-day trial. Instructions to set up the FREE Hudl account will be given to your athletic director upon qualifying for the State Tournament.

### **CHARITABLE CONTRIBUTIONS & SOLICITATIONS**

With the assembly of people at your tournaments, many tournament managers will be confronted with various requests pertaining to donations and contributions to the many organizations which rely upon this method or system of financing their programs.

The Board of Directors prohibits the passing of hats, receptacles, blankets, etc. inside the gymnasium at any Union-sponsored tournaments for the purpose of collecting contributions to any group or organization.

The Board of Directors does not object to the placing of any receptacle in the vestibule or lobby of the gymnasium where the people may deposit their contributions, provided said arrangement meets with approval of the local tournament manager.

### **TOURNAMENT AWARDS**

Medals for Regional champions will be sent directly to the Athletic Director of the host school in the same box with the tickets. The banner and medals for the Regional champion will be presented at the Regional final site. There will also be an information packet for the State qualifying coach sent with the Regional banner.

### **HOSPITALITY ROOM**

It is permissible for tournament managers to operate a hospitality room for administrators and coaches. In some instances a local organization or business firm assumes these duties. The Board of Directors has no objection to such arrangement so long as the tournament manager controls administration and supervision of the project.

### **SOUVENIR PROGRAMS**

Any host school may furnish the official programs for its tournament either on a gratis or sales basis and may retain any profits derived from the sale thereof. Fans and guest teams appreciate the use of the official programs.

### **STATE TOURNAMENT PROGRAM INFORMATION**

State tournament program information is available online in the forms/applications section of the IGHS AU website. Team photographs may be emailed to Heidi Reed at [heidireed@ighsau.org](mailto:heidireed@ighsau.org).

### **STATE TOURNAMENT INFORMATION**

Hotel information will be posted on the IGHS AU website as soon as it becomes available. Schools are responsible for making their own housing arrangements.

### **VOLLEYBALL ADVISORY COMMITTEE**

Shelly TerHark, Algona (Chair)	Theresa Bair, Linn-Mar
Liz Baethke, Urbandale	Angie Montgomery, Red Oak
Wade Voith, South Central Calhoun	Maureen Heath, New London
Mike Meyer, Gehlen Catholic	Mary Frake, Cascade
Chris Armstrong, Riverside (Official)	